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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 October 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
3 October through 9 October 1956

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.1
 - 1. Organizational chart for "menu-board" in progress
- C. Intelligence B.3
 - 1. Layouts for OCR Graphics Register Film Branch near completion
- D. Language and Area Training
 - 1. One chart, "Development of an Area Specialist," in progress
 - 2. Layout and compiling of Newspaper Reader in progress
- E. Plans and Policy Staff/OTR
 - 1. Three completed course schedules returned for additional changes
- F. OTR Security Officer
 - 1. Four slogans to be lettered and framed. One completed.
- G. Office of Personnel
 - 1. Display for Insurance and Death Benefits in progress

II. Training Aids Completed During Week

- A. Intelligence B.3
 - 1. Two "Chain of Command" charts for OCR organization
- B. International Communism 0.6
 - 1. Retitled, retouched, and trimmed 25 world maps
- C. Operations 0.6
 - 1. Thirteen name plates
- D. Language and Area Training
 - 1. Mounted map of on muslin

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25 YEAR RE-REVIEW

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E. Plans and Policy Staff/OTR

1. Four layouts of cover for Catalog of OTR Courses completed and submitted for selection

F. OTR Library

1. Six signs, 18 x 6 inches



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